

ST PATRICK' CATHOLIC PRIMARY SCHOOL

ACTIONS AND DECISIONS OF GOVERNING BODY MEETING Thursday 14th September 2023 at 6p.m.

	Name	Email	Tel	Governor Type
Present				
	Charlotte Gilbert (CG)	Charlotte.Gilbert@st-patricks.wilts.sch.uk		Parent / Vice Chair
	Deborah Chebly (DC)	Deborah.Chebly@st-patricks.wilts.sch.uk		Foundation
	David Moore (DM)	David.Moore@st-patricks.wilts.sch.uk		Local Authority
	Jane Wragg (JW)	Jane.wragg@st-patricks.wilts.sch.uk		Foundation
	Rosie Wilkinson	Rosie.Wilkinson@st-patrick.wilts.sch.uk		Staff
	Jennie Courtney (JC)	jennie.courtney@st-patricks.wilts.sch.uk		Head of School
	Sharon Gilbert (SG)	clerk@st-patricks.wilts.sch.uk		Clerk to Governors
Apologies /Absent				
1. Introduction & Welcome	The Clerk welcomed all to the first meeting of the Academic Year			
2. Apologies & Absence	None			
3. Election of Chair & Vice Chair	The Clerk requested any nominations for the role of Chair. Charlotte Gilbert was nominated by DC & seconded by DM. CG accepted the role and was appointed. The Clerk requested any nomination for the role of Vice Chair. Deborah Chebly was nominated by RW & seconded by DM. DC accepted the role and was appointed. The Clerk handed the meeting over to the new Chair of Governors.			
4. Minutes of Last Meeting	Minutes of the previous meeting 12/7/23 were approved and signed off.			
5. Action Point Update		ACTION	DUE DATE	ACTION BY STATUS
12/7:1		Budget Template 23/24 for approval	14/9/23	SG Agenda Item 7.1

6. Chairs Update	<p>6.1 Recent Governor Appointments. The Chair was pleased to advise that Deborah Chebly, former Parent Governor had now been appointed as a Foundation Governor, term of office 24/7/23-23/7/27. Jane Wragg has also been newly appointed as a Foundation Governor, term of office 24/7/23-23/7/27. All Governors were asked to review their 'about me' profile on the school website & send an update if needed or new one (DM & JW) to SG to upload. AP14/9:1 (See website: Community Tab>meet the governors>who we are.</p>	<i>info</i>
	<p>6.2. Pecuniary Interests The Annual Declaration of Pecuniary & Business Interest 23-24 was signed by all governors/clerk. All declared Declaration A – the governor confirms that they or their families do not have any interest which may conflict with their duties as a governor/employee of the school. At each following GB meeting governors will be asked to declare any change to their initial declaration. Family links were declared to the meeting between: CG & SG Clerk/Business Manager DM & ST Office Manager Advice had been given by the LA governor support team regarding the declared links. As long as all on GB made aware, business links if any declared, then they could not see any problems. As a small GB, we do not have committees and everything goes through a full GB meeting.</p>	<i>AP</i> <i>Action</i>

	<p>6.3 Code of Conduct. The Governors reviewed and approved the CES Code of conduct. All Governors signed to confirm that they had read and accepted the Code of Conduct 23/24.</p> <p>6.4 Roles & Responsibilities & Training Opportunities. For the benefit of our new governor, the Chair explained how governors had a role allocated and some areas of responsibility which linked with Teachers who were subject co-ordinator.</p> <p>Roles Allocated</p> <ul style="list-style-type: none"> • Safeguarding – CG • SEN – JW • Finance – DC • H&S – DM & RW • Pupil Premium – CG • RE Curriculum – DC • RE Chaplaincy, SEND – JW <p>Responsibilities (focus on SDP Priorities)</p> <ul style="list-style-type: none"> • Catholic Life of the School – JW • Maths - CG • Phonics/Early Reading– DC • Foundation Curriculum - DM <p>Training – booked</p> <ul style="list-style-type: none"> • 07/09/23 – Diocese RE Link Governor Role – DC • 13/09/23 - Diocese RE Link Governor; the New RED – DC & JW • 01/02/24 - Diocese RE Link Governor; Section 48 – All governors • Recorded available until 24/7/24 – RC Safeguard Training for Governors (GB responsibilities) – All governors • 23/11/23 – RC Finance Overview for Governors- DC • - Heads Appraisal for Governors – DM & DC <p>MAT information meetings all at 5p.m</p> <ul style="list-style-type: none"> • 25/09/23 - School Improvement – JC/CM/CG • 27/09/23 – School Governance – CG • 03/10/23 – Finance – DC & SG <p><i>Nominated governors to join meetings. Useful to all Governors as we move towards joining the MAT. The links to these MAT info meetings has been circulated to all governors so you can join at time of meeting – just click on (no booking required)</i></p> <p>Other Training Available – list of available training circulated to Governors, please look for suitable training that relates to your role/responsibility from the Diocese and Right Choice (LA). Let me know and I will book you on.</p> <p>Governors are reminded to complete a report when you attend any training /Briefings & return to SG for file & circulation.</p> <p>6.5 Clifton Diocese Service Level Agreement 23/24. Governors were asked to review the SLA which provided information on the core services & some additional services it provides to schools and the charges being applied. Governors agreed to sign off the agreement.</p>	Action
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<p>7. Business Managers Report</p>	<p>6.6 Clifton Diocese ‘Occupation of School Premises’. A document prepared by the CES has been sent to School Governing Bodies which sets out their responsibilities in relation to ‘Occupation of School Premises’ which are owned by the Trustees of the Clifton Diocese. The Document has been circulated to all governors (of special note for governor responsible for H&S and Business Manager).</p> <p>6.7 Common Admission Arrangements – proposed new criteria for 26/27 There has been a review of the common arrangements for primary schools and the committee is considering if they should be altered to be the same arrangements adopted by secondary schools. Governing bodies have been asked to consider and state a preference against each of the proposed criteria. Propose Criteria 6 – Children with a parent who has been a member of the school’s staff for two years at the time of application or who is recruited for a vacancy which there is a demonstrable skills shortage – Voted to support inclusion. Proposed Criteria 7 – Children of other denominations whose membership is evidenced by a minister of religion – Voted not to support inclusion. Proposed Criteria 8 – Children of other faiths whose membership is evidenced by a religious leader – Voted not to support inclusion.</p> <p>6.8 PAN (Planned Admissions Numbers Sept 25) Governors are required by the LA to review and publish their PAN for September 2025. Governors confirmed that the PAN would remain the same as the previous year. On Roll Capacity 210. Class size limit 30.</p> <p>6.9 Go Governance Newsletter Sept-Issue 31. Circulated previously. Contains many useful links for governance information including the Governors’ Conference Video link and Courses that the Diocese is running. Please let SG know if you want to be booked on.</p> <p>6.10 Governor Recruitment – Parent Governor. Election process is planned for after October half term, once we have more information about Governance in the MAT. (see 6.4 MAT online meeting)</p> <p>6.11 Deputy Head Recruitment As this would normally be a reserved post for a practicing Catholic, clarification is being sought from the Diocese regarding opening up the advert to a wider group as the previous recruitment failed to produce a candidate. JC will liaise with CG to produce the timetable/advert and arrange an interview panel.</p> <p>7.1 Budget Template 23/24 (AP12/7:1) The Budget template had previously been circulated and requires formal approval at this meeting. Main points to note.</p> <ul style="list-style-type: none"> • The template shows a small deficit due to applied for funding pending approval. • Negative salary applied from Jan 24, due to falling pupil numbers predicted in future planning. To be reviewed end of Autumn Term. <p>Governors approved the Budget for 23/24.</p>	<p><i>Decision</i></p> <p><i>Info/action</i></p> <p><i>Action</i></p>
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8. Heads Update	<p>7.2 Capital Projects – Health& Safety/Safeguarding The project to install secure fencing, upgrade & replace all external lighting and widen KS2 entrance footpath and repair the playground has all been completed.</p> <p>Future bids planned to further improve H&S.</p>	Info
	<p>7.3 Premises <u>External Contractor Services</u> Completed included: PE Int/External Equipment 16/2/23 Fire Extinguishers 23/3/23 Fire Alarm & Emergency Lights 8/9/23 Fire Alarm Practice 13/9/23</p> <p><u>RAAC Survey.</u> The Diocese has confirmed that they are now going to arrange for a survey of all their schools built within the timeframe for RAAC. We should be contacted within the next two weeks.</p> <p><u>Catering</u> New menu being introduced after October half term. There are also taster sessions being planned for parents/students to try and increase uptake.</p>	Info
	<p>8. Head Teachers Report The report previously circulated updated governors on:</p> <ul style="list-style-type: none"> • Staffing • Attendance % & visit by attendance officer • Admission & leavers • Safeguarding including Training for Staff TTday Safeguarding training held with other Corsham Schools / follow up training for those unable to attend. Safeguarding Policy updates will be ready to share in October. Meet the teacher & Safeguarding IT focus planned for all parents • Curriculum Enrichment & class visits Y3/5 Pupils had visited The Houses of Parliament and enjoyed a coach tour of London’s famous sights on the Coach home. Y4/6 – Pupils enjoyed an Historical walk around Bath • Maths Mobius - Year 3 commences. • Catholic Life of the School Meeting with Father Michael – dates for Harvest & Advent Mass agreed. KS2 planned church visit for Mass Discussed staff / Governors attending church Mass on occasion, raises profile of school and opportunity to recruit potential governors. JC will draw up a list of dates & circulate. <u>AP14/9:2</u> • SDP – priorities – circulated SEER visit next week, so priorities might change. <p>8.1 Mission Statement Following school community adult workshops on the Mission statement, it was agreed that the current statement did not need changing. The Head & JW will work with the chaplaincy team to create a single word or visual statement to create a Mission picture that would have a recognisable meaning and appeal to children. Planned date ate for publication January 2024.</p>	A/P Info

<p>9. A.O.B</p> <p>10. Next Meeting Date</p> <p>10. Rag Rating <i>Red – Immediate danger requiring immediate action.</i> <i>Amber – Possible danger requiring strategies to avert.</i> <i>Green – Positive no current danger</i></p>	<p>9. AOB - None</p> <p>Meeting Closed 9. p.m.</p> <p>10. Next Meeting –Wednesday 22nd November at 5. 15p.m</p> <p>Staffing-<i>Amber</i> Pupil Vulnerability / Behaviour – <i>Green</i> Mat Application – <i>Amber</i> Safeguarding – <i>Green</i> Curriculum & Standards – <i>Green</i> Attendance - <i>Amber</i></p> <p>Premises - <i>Amber</i> Finance – <i>Amber</i> GDPR – <i>Green</i></p> <table border="1" data-bbox="336 712 1313 958"> <thead> <tr> <th>ACTION POINTS</th> <th>BY WHOM</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td>14/9:1</td> <td>All Governors</td> <td>Governor Profile for Website</td> </tr> <tr> <td>14/9:2</td> <td>JC</td> <td>ROTA FOR MASS</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	ACTION POINTS	BY WHOM	ACTION	14/9:1	All Governors	Governor Profile for Website	14/9:2	JC	ROTA FOR MASS													<p>Action</p>
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